

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name and Address</i>):		TELEPHONE NO.:		FOR COURT USE ONLY	
		Ref. No. or File No.			
ATTORNEY FOR (<i>Name</i>):					
Insert name of court and name of judicial district and branch court, if any:					
SHORT TITLE OF CASE:					
PROOF OF SERVICE (Summons)		DATE:	TIME:	DEPT./DIV.:	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action, and I **served copies** of the (*specify documents*):

2. a. Party served (*specify name of party as shown on the documents served*):

b. Person served: ☐ party in item 2a ☐ other (*specify name and title or relationship to the party named in item 2a*):

c. Address:

3. I served the party named in item 2

a. ☐ **by personally delivering** the copies (1) on (*date*): (2) at (*time*):

b. ☐ **by leaving** the copies with or in the presence of (*name and title or relationship to person indicated in item 2b*):

(1) ☐ **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the person served. I informed him or her of the general nature of the papers.

(2) ☐ **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the person served. I informed him or her of the general nature of the papers.

(3) on (*date*): (4) at (*time*):

(5) ☐ A **declaration of diligence** is attached. (*Substituted service on natural person, minor, conservatee, or candidate.*)

c. ☐ **by mailing** the copies to the person served, addressed as shown in item 2c, by first-class mail, postage prepaid,

(1) on (*date*): (2) from (*city*):

(3) ☐ with two copies of the Notice and Acknowledgment of Receipt and a postage-paid return envelope addressed to me.

(4) ☐ to an address outside California with return receipt requested. ← (*Attach completed form.*) ↗

d. ☐ **by** causing copies to be mailed. A declaration of mailing is attached.

e. ☐ **other** (*specify other manner of service and authorizing code section*):

4. The "Notice to the Person Served" (on the summons) was completed as follows:

a. ☐ as an individual defendant.

b. ☐ as the person sued under the fictitious name of (*specify*):

c. ☐ On behalf of (*specify*):

under: ☐ CCP 416.10 (corporation)

☐ CCP 416.20 (defunct corporation)

☐ CCP 416.40 (association or partnership)

☐ CCP 416.60 (minor)

☐ other:

☐ CCP 416.70 (conservatee)

☐ CCP 416.90 (individual)

5. **Person serving** (*name, address, and telephone No.*):

a. **Fee** for service: \$

b. ☐ Not a registered California process server.

c. ☐ Exempt from registration under B&P § 22350(b).

d. ☐ Registered California process server.

(1) ☐ Employee or independent contractor.

(2) Registration No.:

(3) County:

6. ☐ I **declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

7. ☐ I am a **California sheriff, marshal, or constable** and I certify that the foregoing is true and correct.

Date:



(SIGNATURE)